



**HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**
CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)
TEL: 2590520-24, FAX: 2590711 E-mail: hafed@hry.nic.in
Web-site: www.hafed.gov.in

E-Tender Notice

Hafed invites online e-tender for engaging a Consultant having at least 3 years relevant experience for preparing the Detailed Project Report (DPR) for setting up Flour Mill / Roller Mill at Jatusana, District Rewari(Hry.) The scope of work and other terms are mentioned in the tender document. The tender document containing terms & conditions are available on portal <https://haryanaeprocurement.gov.in> and at Hafed Website www.hafed.gov.in. The tender fee will be Rs.100/- and e-service fee of Rs.1000/- (non-refundable). The tender document and e tender fee must be remitted on or before 16.09.2017 upto 5:00 PM. The date of bid submission is from 31.08.2017 at 10.00 Hrs to 18.09.2017 upto 11:00 AM through e-Tender portal as mentioned above. All the bidders are required to get registered on the e-tendering portal and obtain a Digital Signature from M/s Nextenders (India) Pvt. Ltd, Panchkula. The technical bid will be opened at 11:00 AM and the Financial bid at 12:00 Noon on 18.09.2017 at Hafed Corporate office, Sector-5, Panchkula.

Managing Director, Hafed reserves the right to reject any/all tenders without assigning any reason whatsoever.

Managing Director,
Hafed, Panchkula.

TENDER DOCUMENT

The Parties/Bidders can submit their tender documents as per the dates mentioned in the key dates:-

SN	Particulars	Remarks
1	Super scribed No. of Tender	Hafed/FM/
2	On line submission of Tender Fee & e-service Fee	Upto 5:00 PM on 16.09.2017
3	On line Bid submission	Upto 11:00 AM on 18.09.2017
4	Manual submission of additional/supporting documents only.	Upto 11:00 AM on 18.09.2017
5	Date and Time of opening of Technical Bids	On 18.09.2017 at 11:00 AM
6	Date and Time of opening of Financial Bids of technically qualified bidders only	On 18.09.2017 at 12:00 Noon

TERMS AND CONDITIONS FOR ONLINE BIDDING

This is a two-bid tender to be submitted through e-tender, which can be downloaded from the website www.hafed.nic.in and online from <https://haryanaeprocurement.gov.in>. The technical as well as financial bid is to be submitted online on the web portal <https://haryanaeprocurement.gov.in>. However, the firms have the option to submit the supporting documents as required to be supported along with the technical bid either through the online mode along with the technical bids or in the off line mode in physical form to the Hafed Corporate Office, Sector-5, Panchkula by the due date/time.

The payment for Tender Document Fee and e-Service Fee shall be made by the parties online directly through Debit Cards & Internet Banking Accounts and the payment can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

1. Intended parties will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/ She will be required to make online payment of fee in due course of time. The intended parties fails to pay fee under the stipulated time frame shall not be allowed to submit his/her bids for the respective event/Tenders.**
2. The interested parties/bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. **on or before ---08.2017 and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended party thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested parties/bidders shall have to pay mandatorily Rs.100/- as Tender Document fee and e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

Important Note:

- 1) The parties/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any party/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Party/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Party/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

INSTRUCTIONS TO PARTY/BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the parties/bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the party/bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.
- 2.3** The parties/bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

- 2.4** The party/bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

M/s Nextenders (India) Pvt. Ltd.
O/o. DS&D Haryana,
SCO-09, IInd Floor,
Sector-16,
Panchkula-134108

E-mail: Chandigarh@nextenders.com

Help Desk: 0172-2582008-09, 2618292 &

1800-180-2097 (**Toll Free Number**)

- 2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account:

For purchasing the tender documents online, parties/bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

4. Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <http://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e -Procurement portal <https://haryanaeprocurement.gov.in>

7. Key Dates

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all parties/bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8. Online Payment of Tender Document Fee, e-Service fee & Bid Preparation & Submission (Technical & Commercial/Price Bid):

8.1 Online Payment of Tender Document Fee + e-Service fee: The online payment for Tender document fee, e-Service Fee can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by parties/bidders/Vendors online directly through Debit Cards & Internet Banking Accounts.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

8.2 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) Scan copy of Document to be submitted/uploading for Technical bid under online Technical Envelope. The require documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF/JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of Technical Envelope.

A. Only Electronic Form (Refer Tender document).

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

NOTE:-

(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

(B) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

In the first instance, the online payment details of tender document fee + e-Service & Technical Envelope shall be opened. Henceforth, financial bid quoted against each of the item by the shortlisted bidder/party/Agency wherever required shall be opened online in the presence of such parties/bidders/Agency who either themselves or through their representatives choose to be present.

The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

Guideline for Online Payments at e-Procurement Portal of Government of Haryana.

Post registration, Party/bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing) & Password.

Bidder/Party shall proceed to select the event/Tenders he is interested in. On the respective Department's page in the e-Procurement portal, the Bidder would have following options to make payment for tender document fee:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows:

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows:

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT/OTC

The bidder shall have the option to make the payment via RTGS/ NEFT/OTC. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

List of Net banking banks

- | | |
|-------------------------------|--------------------------|
| 1. Allahabad Bank | 2. Axis Bank |
| 3. Bank of Bahrain and Kuwait | 4. Bank of Baroda |
| 5. Bank of India | 6. Bank of Maharashtra |
| 7. Canara Bank | 8. City Union Bank |
| 9. Central Bank of India | 10. Catholic Syrian Bank |
| 11. Corporation Bank | 12. Deutsche Bank |
| 13. Development Credit Bank | 14. Dhanlaxmi Bank |
| 15. Federal Bank | 16. HDFC Bank |
| 17. ICICI Bank | 18. IDBI Bank |
| 19. Indian Bank | 20. Indian Overseas Bank |
| 21. Indusind Bank | 22. ING Vysya Bank |
| 23. J and K Bank | 24. Karnataka Bank |

25. Kotak Mahindra Bank
27. Punjab National Bank
29. South Indian Bank
31. State Bank of Bikaner & Jaipur
33. State Bank of India
35. State Bank of Travencore
37. Tamilnad Mercantile Bank
39. United Bank of India
41. Yes Bank
26. Karur Vysys Bank
28. Oriental Bank of Commerce
30. Standard Chartered Bank
32. State Bank of Hyderabad
34. State Bank of Mysore
36. State Bank Of Patiala
38. Union Bank of India
40. Vijaya Bank

A: **Terms and Conditions for consultant**

i) **Rates:**

The rates shall be valid for 60 days from the date of opening / negotiations of tender.

ii) **Delivery Period:-**

The consultant firm shall undertake to complete the Detailed Project Report within 45 days from the date of issue of offer letter.

iii) **Default and risk purchase:-**

In case the consultant firm fails to complete the DPR as per the time schedule a penalty of 1% per week shall be levied on the value. But no extension shall be given beyond 2 weeks. After expiry the extended two weeks period, Hafed shall be at liberty to prepare the DPR at his risk and cost.

iv) **Terms of Payments:-**

- a) 70% payment shall be released after submission of DPR with all details as per scope of work.
- b) Remaining 30% payment shall be released after acceptance of the DPR.
- v) Consultant Firm should enclose with their offers descriptive, literature, leaflets and engineering drawings supplementing the description and point out any special feature/advantages of their equipment quoted. All the literature, leaflets, engineering drawings etc should be in English or accompanied by English translation in case the language is other than English.
- vi) **Arbitration:** All disputes or differences in relation to the contract shall be referred to the Managing Director, Hafed or his nominee who shall be the sole arbitrator, whose decision shall be final and binding on both the parties.

B) **Scope of work:** The scope of work will include:

- 1) Sales Projections of Wheat Flour.

- 2) Financial Projections of the proposed unit.
- 3) Cost Benefit Analysis.
- 4) Break Even Analysis.
- 5) Requirement of Equipments/Machineries.
- 6) Recommendations of putting up Chakki or Roller Flour Mill as per suitability and requirement.
- 7) Capacity of the Mill.
- 8) Lay Out Plan(Mechanical/electrical/civil).
- 9) All other related issues for this new project which are necessary but not included in above points.

C) Technical Terms:

- i) Complete profile of Consultant with past experience and success stories.
- ii) List of jobs/consultancy conducted.
- iii) GST No/Tin No.
- iv) List of Existing Clients in India.
- v) The Detailed Project report (DPR) should be submitted within 45 days after giving confirmation offer.
- vi) The Consultant shall submit two copies of Detailed Project Report (DPR) duly certified by Chartered Accountant.
- vii) The financial projections should be attested by the chartered Accountant.

TECHNICAL BID FOR engagement of Consultant.

Name and complete address of the Consultant.
 Contact No's.....
 E-Mail Address.....
 Contact persons (Name & designation).....
 GST/TIN No.....

Experience during last three years:

SN	Name and Address of Client	Date/Period of consultancy	Jobs/Scope of Consultancy

(Copy of experience certificate is enclosed)

I/We have gone through the detailed terms and conditions which are acceptable to us.

Place
Date

Signature of the Consultant
Name
Address
Phone/Mobile No.
E-Mail

FINANCIAL BID

Name and complete address of the Consultant.

.....
.....
.....

I hereby quote the offer/ consultancy fees @ Rs. _____ on account of preparing the Detailed Project Report (DPR) for setting up of Flour/Roller Mill at Jatusana, District Rewari.

I / We hereby agree to abide by all the terms and conditions laid down in the tender documents.

Place:.....

Date:.....

Signature of the Consultant,

Name _____

Address: _____

Phone/Mobile No._____

E-Mail:_____